

The standard Corps business card design is shown below with layout and printing specifications. The Corps will not provide business cards for any of its personnel. Individual Corps employees may elect, for official purposes, to print business cards at their own expense, adhering to the design specifications below.

Business cards should be printed using offset lithography. The ink colors are Communication Red (Pantone red 032) for Corps Castle and Communica-

tion Gray (Pantone 408) for all type. One-color business cards should be printed in Communication Gray. Paper stock is bright white 100 lb. Vellum Bristol, with medium plate finish.

a) Full-size typographic layout guide for business card. Increments for typography are in points; layout dimensions are in inches.

b) One-color business card using Communication Gray for all elements.

c) Two-color business card with Communication Red mark and Communication Gray typography.

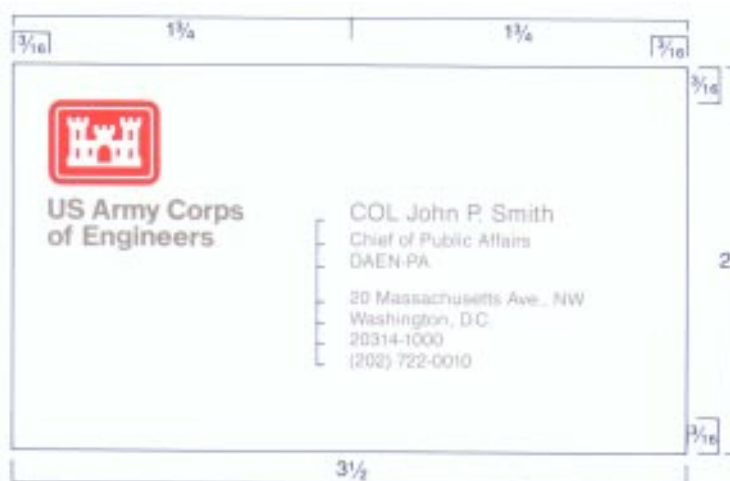
Specifications:

A 7/16" positive version of the Corps' signature is used on business cards. District or Division identification is 9 on 9 point Helvetica Regular type, 12 points placed below and flush left with the Corps' signature type.

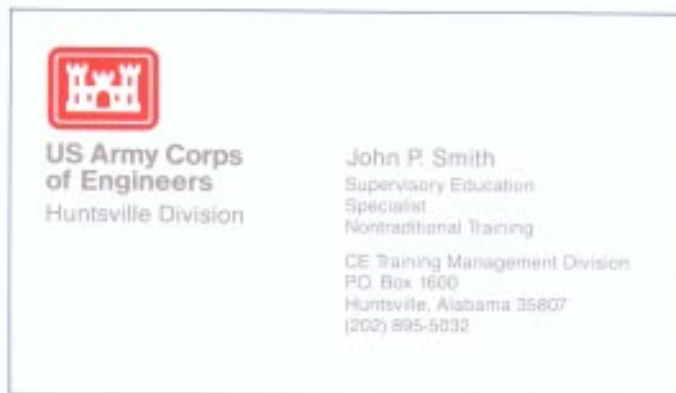
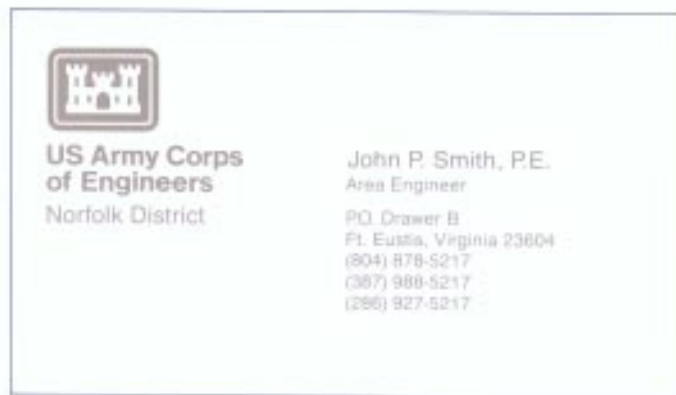
The individual's name is 9 point Helvetica Regular type aligned horizontally with "U.S. Army Corps" and placed flush left on the vertical center line. The title, or job description, is 7 on 8 point Helvetica Regular type placed 9 points below and flush left with the name. The address and telephone numbers are 7 on 8 point Helvetica Regular type, 13 points below and flush left with the individual's name and title. All elements should be styled and positioned as shown in the illustrations to the right.

If the individual's name exceeds the space from the vertical center line to the 3/16" margin at the right, move the entire flush left unit to the left of the vertical center line so that the last letter of the name abuts the 3/16" margin.

All nine-digit zip codes are on a separate line from the city and state. All five-digit zip codes are on the same line with the city and state. Telephone numbers should be set as shown.



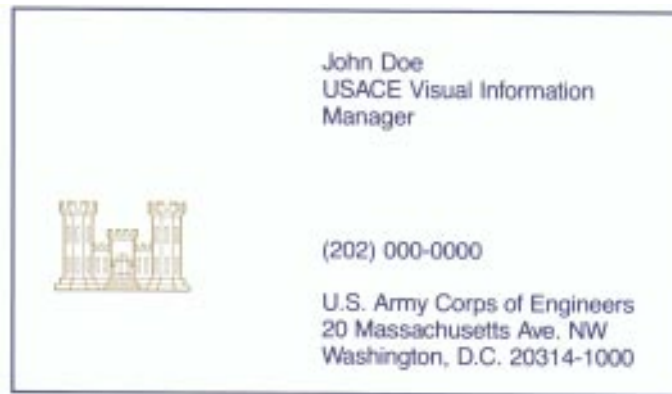
a)



c)

In special situations, when a sense of tradition is important to the visual image of business cards, the Castle symbol can be used to replace the Communication Mark.


Consult with the Corps Graphics Coordinator for advice and counsel when using the traditional Castle symbol on business cards. Remember the Corps does not provide business cards to its personnel.



The typographic masthead is to be used for all specific forms of administrative correspondence including News Releases, Public Notice, specifications, advisories, bulletins, regulations, procedures, personnel, and employment opportunity notices.

The typographic masthead shall contain the appropriate Corps Signature, the standard headline title of the specific item and the uniform placement location for all pertinent information that is common to all items of that specific form. This information shall include subject dates of issue, who issued by, and other pertinent identifiers for reference.

The specific content contained in the pertinent information section located below the title will vary depending on the type of form as shown.

 US Army Corps of Engineers	<h1 style="margin: 0;">Public Notice</h1> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Public Notice No. 0000</td> <td style="width: 50%; border-top: 1px solid black; border-bottom: 1px solid black;">Date: 10 April 1980</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Application No. 0000</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">File No. 80-00</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black; border-bottom: 1px solid black;">In Reply Refer to: BERH-ENV</td> </tr> </table>	Public Notice No. 0000	Date: 10 April 1980	Application No. 0000	File No. 80-00	In Reply Refer to: BERH-ENV	
Public Notice No. 0000	Date: 10 April 1980						
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Folly Beach, South Carolina


The Board of Engineers for Rivers and Harbors announced today that it has completed its review of a U.S. Army Corps of Engineers report prepared by the Charleston District Engineer and the South Atlantic Division Engineer who recommended restoration and periodic nourishment at Folly Island beach. The Board concurred in general in the views and recommendations of the reporting officers. The improvements are economically justified, are engineeringly and environmentally acceptable, and the requirements of local cooperation are generally appropriate.


Accordingly, the Board recommended that improvements for beach erosion control be authorized for Folly Beach, generally in accordance with the plans and recommendations of the District Engineer, the President's proposed cost-sharing policy, and with such modifications thereof as in the discretion of the Chief of Engineers may be advisable. The estimated first cost to the United States is \$722,500. Average annual costs to the United States are estimated at \$85,200 for periodic nourishment and \$1,400 for monitoring the project. The Board's recommendation provides that, prior to the commencement of construction, state and local interests will, in addition to the general requirements of law for these types of projects, furnish assurances satisfactory to the Secretary of the Army that:


- a. The State of South Carolina will provide a cash contribution equal to 5 percent of the first cost of the project;
- b. Local interests will:
 - (1) Provide without cost to the United States all lands, including borrow areas, easements, rights-of-way, and relocations, required for construction of the project, including that required for periodic nourishment;
 - (2) Provide a cash contribution equal to the cost of fill placed on private property during construction of the project;
 - (3) Provide a cash contribution equal to a percentage of the construction costs, exclusive of lands, easements, rights-of-way, private fills, alterations and relocations, in accordance with existing law and conditions of ownership and use at the time of construction;

(more)

The illustrations below show extension of the typographic masthead format to three additional titles. Specific requirements for ancillary or fill-in information in each title have been easily satisfied with minor adaptation of the format. The basic format should never be altered in any way. Consult the Corps Graphics Coordinator with specific problems related to adaptation of the format.

 US Army Corps of Engineers	<h1 style="margin: 0;">News Release</h1>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Release No. _____</td> <td style="width: 50%;">Contact: _____</td> </tr> <tr> <td>For Release: _____</td> <td>Phone: _____</td> </tr> </table>		Release No. _____	Contact: _____	For Release: _____	Phone: _____
Release No. _____	Contact: _____				
For Release: _____	Phone: _____				

 US Army Corps of Engineers	<h1 style="margin: 0;">Information Bulletin</h1>			
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Vol. _____</td> <td style="width: 33%;">No. _____</td> <td style="width: 33%;">Date: _____</td> </tr> </table>		Vol. _____	No. _____	Date: _____
Vol. _____	No. _____	Date: _____		

 US Army Corps of Engineers	<h1 style="margin: 0;">PA Shoptalk</h1> <p style="margin: 0;">Information Exchange Bulletin</p>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Vol. _____</td> <td style="width: 50%;">Date: _____</td> </tr> <tr> <td>No. _____</td> <td>Prepared: _____</td> </tr> </table>		Vol. _____	Date: _____	No. _____	Prepared: _____
Vol. _____	Date: _____				
No. _____	Prepared: _____				

The Corps uses a great many forms for the collection, transmittal, synthesis, dissemination and storage of information. A successful form design will produce a product with information clearly requested and space logically allotted for expeditious completion. When properly completed, the form will lessen the time needed for retrieval of information.


Forms are tailor-made to perform very specific tasks and should always be evaluated in terms of the minimum amount of information required to perform that task.

These information requirements must be interpreted and given graphic form. The example shown below utilizes the Corps

Communication Mark, Helvetica bold and regular typestyles.

This example is intended as a general guide to future implementation of Corps forms. Contact the Forms Management Officer for advice and counsel on forms problems.

Electronic forms for publication are available from HQUSACE Publications Control Officer. For more information contact CEIM-IV.

 US Army Corps of Engineers	Application for a Department of the Army Permit
For use of this form, see EP 1145-2-1	
<p>The Department of the Army permit program is authorized by Section 10 of the River and Harbor Act of 1899, Section 404 of P.L. 92-500 and Section 103 of P.L. 92-532. These laws require permits authorizing structures and work in or affecting navigable waters of the United States, the discharge of dredged or fill material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters. Information provided in ENG Form 4345 will be used in evaluating the application for a permit. Information in the application is made a matter of public record through issuance of a public notice. Disclosure of the information requested is voluntary; however,</p>	<p>the data requested are necessary in order to communicate with the applicant and to evaluate the permit application. If necessary information is not provided, the permit application cannot be processed nor can a permit be issued.</p> <p>One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and checklist) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.</p>
1) Application number (To be assigned by Corps)	2) Date 3) For Corps use only
	Day Mo. Yr.
4) Name and address of applicant	5) Name, address and title of authorized agent
Telephone number during business hours A/C () - A/C () -	Telephone number during business hours A/C () - A/C () -
6) Describe in detail the proposed activity, its purpose and intended use (private, public, commercial or other) including description of the type of structures, if any to be erected on fills, or pile or float-supported platforms, the type, composition and quantity of materials to be discharged or dumped and means of conveyance, and the source of discharge or fill material. If additional space is needed, use Block 14.	
7) Names, addresses and telephone numbers of adjoining property owners, lessees, etc., whose property also adjoins the waterway.	
8) Location where proposed activity exists or will occur	Tax Assessors Description: (If known)
Street, road or other descriptive location In or near city or town County State Zip Code	Map Number Subdivision Number Lot Number Section Township Range
9) Name of waterway at location of the activity	
ENG Form XXXX (10-80)	